

Department of Contracts
Notre Dame Ravelin
FLORIANA

To Permanent Secretaries
Directors General
Directors
Heads of Public Sector Organisations

13 November 2020

BASIC TECHNICAL SPECIFICATIONS / TERMS OF REFERENCE

Further to Contracts Circulars No 12/2018 and No 19/2018, as part of the Department of Contracts' drive towards simplifying and standardising the procurement process, the Department has published another set of basic Technical Specifications / Terms of Reference, namely:

- Provision of IT Services
- Provision of Insurance Services

The scope of these Technical Specifications / Terms of Reference (and any ancillary Terms and Conditions) is to provide a structured outline of the supplies / services / works procurement and are thus not to be directly inserted in the Procurement Document. It is expected that Contracting Authorities modify and tailor-make these Technical Specifications / Terms of Reference / Terms and Conditions in line with the latest technology advancements and insurance statutory obligations.

In addition, the templates shall be adjusted to reflect the specific exigencies of the procurement in question whilst momentarily adhering to the applicable Procurement Regulations forming part of the umbrella of Subsidiary Legislations under Chapter 601.

All Contracting Authorities (active ePPS account holders) are reminded that the basic Technical Specifications / Terms of Reference may be accessed, when logged in, through the 'Resources' section of Government's e-Procurement platform ([Electronic Public Procurement System – ePPS](#)).

Basic Technical Specifications / Terms of Reference for additional supplies / services / works procurement shall be developed, as and when necessary.

Contact

Contracting Authorities are encouraged to submit any queries to their respective Ministry's Procurement Section or to their Ministerial Procurement Unit (MPU), as the case may be. In addition, Contracting Authorities may also submit any queries to the Department of Contracts' Customer Care service on info.contracts@gov.mt or +356 21220212.

Anthony Cachia

Director General (Contracts)